

## **City of Germantown SPIRIT Nomination Form**

Employee's Name: Allyson Janelli

Dept: Police

Nominator's Name: Lynn Brown

Date: 1/31/15

### **Service Excellence**

In the category of service excellence, Officer Janelli is top notch. She always strives to not only meet but exceed the expectations of all citizens and co-workers with whom she works. Her aim is to treat all people the way she would want to be treated, which is with a professional demeanor and a great deal of empathy. I have often seen her take a potentially hostile situation and completely change the tone of the encounter. Her customer service skills are some of the best I've seen in my years with the City. Her skills are beyond reproach. Numerous citizens comment to me that Officer Janelli is excellent at dealing with their issues, and they often ask to deal with her specifically when they come to the department. She absolutely embodies the City's motto of "Excellence – Every Day."

### **Producing A+ Results**

Officer Janelli gives her all to any project she undertakes. She is excellent at writing reports, dealing with citizens and co-workers and handling all that is given to her. Supervisors are well aware that they can assign a task to Officer Janelli, and the results she produces are beyond what they expected. She is also very quick in producing excellent results. Her due diligence in completing assignments is exceptional.

### **Initiative**

Officer Janelli shows a tremendous amount of initiative every day. She does not like to remain idle, so she is regularly asking for additional tasks from co-workers and supervisors. I know if I am absent from work, she will prepare reports in my absence and do all that she can to keep my desk clear for me. She has streamlined processes and simplified many of her duties. Officer Janelli is constantly seeking to improve upon standards and goals, and she looks for any and all ways to make her tasks more efficient.

### **Responsible**

Officer Janelli is an extremely responsible employee. She always completes her assignments and will undertake anything. She is quite dependable, and everyone is well aware that she will always do her best on any assignment and return it to you in record time. She has an incomparable level of dedication to her job. She seldom leaves anything on her desk at the end of the day. Citizens and co-workers know that she will handle tasks and keep them informed along the way. You can count on her to fulfill her duties on all occasions, and she will do so in an excellent and proficient manner.

### **Innovative**

Officer Janelli is a wealth of new ideas. She constantly looks for better ways to do things. She has implemented new procedures at the front desk to make her job faster and more efficient. When she encounters a citizen, she is always thinking about the best way to handle their request, and she will do it quickly so that they are not delayed more than is necessary. She has also made helpful suggestions to me and other co-workers about how to streamline other things in the office. Allyson can be counted on to think outside the box and come up with great suggestions.

### **Teamwork**

Officer Janelli is definitely a team player. She understands her role in the scheme of things, and she is more than willing to help others complete tasks. She is also readily available to help employees in other departments when needed. She assists court with individuals who have outstanding warrants. She will often offer to help me when I have several assignments, and I know I can ask her for assistance at any time. She has such a pleasant attitude and is eager to get things done.

I can honestly say that I've worked with many quality people during my career, and Officer Janelli is definitely at the top of the list. She is pleasant to be around, and she has a knack of putting people at ease in any situation. Her desire is to help others, and she does so in a professional manner. I am proud to work with her, and I am honored to have her as my "partner" in the front office of the Police Department. I cannot think of anyone more worthy than Allyson Janelli of this distinctive honor.